



Republic of the Philippines
DEPARTMENT OF HEALTH
Center for Health Development Davao Region
SOUTHERN PHILIPPINES MEDICAL CENTER
J.P Laurel Avenue, Davao City
Trunkline: (082) 227-2731 Faxline: (082) 221-7029



June 1, 2023

HOSPITAL MEMORANDUM

No. 199, s. 2023

TO: ALL CONCERNED PERSONNEL

SUBJECT: GUIDELINES ON THE NEW DEPARTMENT OF HEALTH PRESCRIBED UNIFORM FOR CALENDAR YEAR 2023-2026

Pursuant to **DOH Department Memorandum No. 2023-051 – Mandatory Wearing of the New DOH Uniform for CY 2023-2026**, the Southern Philippines Medical Center hereby adopts the following guidelines:

A. General Guidelines on Wearing of the New DOH Prescribed Uniform

1. All SPMC personnel, whether regular employees or contract of service / job order, are required to wear the prescribed uniforms from Monday to Thursday, with the exemption of personnel under Item No. A.2.
2. Those who have direct patient contact performing diagnostic and therapeutic functions (e.g. doctors, nurses, nursing attendants, midwives, medical technologists, radiologic technologist, respiratory therapists, etc.) shall be exempted from the prescribed uniform. However, they shall be required to wear appropriate attire in their designated stations
3. The prescribed uniform shall be worn with the following accessories:
 - a. A pair of black closed shoes; and
 - b. SPMC Identification Card (ID)
4. The wearing of uniform shall not be discriminatory to gender preference and expression provided that the approved uniform design is observed.
5. All immediate supervisors shall ensure strict and proper implementation of these guidelines and shall closely monitor compliance of personnel under them.

B. Standard Uniform Type and Design

The standard uniform design is attached herewith as **Annex A**, classified into three (3) uniform types, namely:

1. **Division Chief and Up** – for the Heads of Division
2. **Rank and File** – for personnel under Division Chief
3. **Maintenance and Driver** – for skilled and manual labor personnel of Engineering, Housekeeping, Linen, Nutrition & Dietetics, Material Management, etc.

C. Option for Order

The SPMC personnel may order the standard uniform in either of the following options:

1. **Hecho Derecho** – ready-made / ready-to-wear set; or
2. **Fabric Only** – the personnel will only receive materials and he/she will avail of other tailoring shops for the sewing at his/her own expense.

D. Price of Standard Uniform Sets

The cost of the standard uniform is as follows:

Order Option	With Jacket	Without Jacket
Hecho Derecho	₱ 6,000 (All Sizes)	₱ 5,500 (All Sizes)
Fabric Only	₱ 3,000 (S to XL)	₱ 2,700 (S to XL)
	₱ 3,300 (2XL to 3XL)	₱ 3,000 (2XL to 3XL)
	₱ 3,500 (4XL to 5XL)	₱ 3,200 (4XL to 5XL)

E. Process of Payment

The payment shall be made through salary deduction from the regular payroll of the personnel as follows:

1. Plantilla – Four (4) equal installments to be deducted from the July 15 and 30, 2023, and August 15 and 30, 2023 payroll.
2. Job Order – Four (4) equal installments to be deducted from the following payroll period: July 1-15, 2023, July 16-31, 2023, August 1-15, 2023, and August 16-31, 2023.

In compliance with the general provisions of the General Appropriations Act of FY 2023, in cases where the monthly net take home pay of the personnel will be lower than ₱ 5,000.00, the deduction for the uniform installment shall be prioritized over the loan amortization and/or contribution to cooperatives, banks, and/or other associations.

F. Process of Ordering

All section / unit heads shall consolidate the order of the personnel under his/her section or unit using the standard order template (**Annex B**) that can be downloaded from this link: <https://tinyurl.com/spmc-dohuniform2023> or through the downloadable forms at the HR Portal <https://hrmo.spmcdvo.net/> file name: *Annex B - DOH Uniform FY 2023-2026 (Template)*

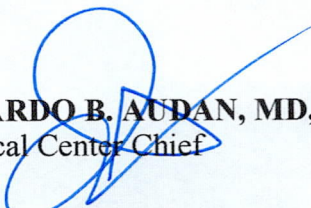
The order template shall include the following information:

1. Full name of the personnel
2. Gender
3. Uniform Type (please refer to *Item B. Standard Uniform Type and Design*)
4. Option for Order (Hecho Derecho or Fabric Only, With or Without Jacket, please refer to *Item C. Option for Order* and *Item D. Price of Standard Uniform Sets*)
5. Sizes (please refer to the attached **Annex C** for the size chart - specific measurements of each size)

The duly accomplished excel file (soft copy) shall be submitted via email to spmcdouniform@gmail.com. On the same date of email submission, the duly signed copy (hard copy) shall also be submitted to the HRMO. The deadline of submission is on **June 30, 2023**.

The HRMO shall place the order for all SPMC personnel to the DOH-accredited supplier based on the submission made by the section / unit heads. Upon confirmation of the supplier of the consolidated order of SPMC, the Finance Division shall process the disbursement voucher and corresponding check payment to the supplier. The fund source shall be the salary deductions withheld for this purpose as specified in Item E of this memorandum.

Please be guided accordingly.


RICARDO B. AUDAN, MD, FPAFP
Medical Center Chief

ANNEX A

Uniform Sets & Design

DIVISION CHIEF & UP (MALE)

2 PCS



2 PCS



2 PCS



1 PC



DIVISION CHIEF & UP (FEMALE)

2 PCS



2 PCS



1 PC



2 PCS



2 PCS



OR

**Reversible Jacket & Blazer are mandatory for Division Chief and Up.*

RANK & FILE (MALE)

2 PCS



2 PCS



2 PCS



1 PC



RANK & FILE (FEMALE)

2 PCS



2 PCS



1 PC



2 PCS



2 PCS



OR

**Reversible Jacket is optional for Rank & File.
However, all EXECOM members are required to get the Reversible Jacket.*

MAINTENANCE AND DRIVER (MALE)

1 PC



2 PCS



1 PC



2 PCS



1 PC



MAINTENANCE AND DRIVER (FEMALE)

1 PC



1 PC



2 PCS



1 PC

1 PC



2 PCS



2 PCS

OR



**Reversible Jacket is optional for Maintenance and Driver.*

**Regardless whether the order is Hecho Derecho or Fabric Only, all T-shirts with Collar are ready-made / ready-to-wear.*

Annex B

DOH Uniform for FY 2023-2026

Standard Template for Order: SPMC

DEPARTMENT/SECTION/UNIT: _____

LOCATION: _____

CONTACT NUMBER (LOCAL and/or CELLPHONE): _____

NO.	NAME (LAST, FIRST, MI)	GENDER	UNIFORM TYPE (DIVISION CHIEF & UP, RANK & FILE, MAINTENANCE & DRIVERS)	Please mark check (✓) the preferred option				Please select the Size / Measurement				
				Hecho Derecho Complete set w/ Corporate Reversible Jacket (All Sizes: 6,000.00)	Hecho Derecho Complete set No Corporate Reversible Jacket (All Sizes: 5,500.00)	Fabric Only Complete Set w/ Corporate Reversible Jacket (S to XL: 3,000.00) (2XL to 3XL: P3,300) (4XL to 5XL: P3,500)	Fabric Only Complete Set No Corporate Reversible Jacket (S to XL: 2,700.00) (2XL to 3XL: P3,000) (4XL to 5XL: P3,200)	POLO / BLOUSE	PANTS (1 set = 2 pants)	SKIRT (1 set = 2 pants)	JACKET	T-SHIRT W/ COLLAR
E.g.	DELA CRUZ, JUAN S.	M	RANK & FILE			✓		L	32		L	
	DELOS SANTOS, MARIA P.	F	RANK & FILE		✓			M		28		
	REYES, PETER B.	M	MAINTENANCE & DRIVERS	✓				XL	34		XL	L
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
	Please insert more rows if necessary											
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Prepared by:

Name of the Section / Unit Head
Position / Designation
(Signature Over Printed Name)

ANNEX C

Size Chart

LONG SLEEVES

MALE

	SIZE	CHEST	HIP	SLEEVE LENGTH	CUFF	COLLAR	CENTER BACK LENGTH	SHOULDER
1	XS	36 1/2	35	23	8 1/2	14 1/2	24	16
2	S	37 1/2	36	23	9	15	25	17
3	M	39 1/2	38	23 1/2	9 1/2	15 1/2	27	17 3/4
4	L	42	40 1/2	24	10	16 1/4	27 1/2	18 1/2
5	XL	44 1/2	43	24 1/2	10 1/2	17	28	19 1/4
6	2XL	47	45 1/2	25	11	17 3/4	28 1/2	20
7	3XL	49 1/2	48	25 1/2	11 1/2	18 1/2	29	20 3/4
8	4XL	52	50 1/2	26	12	19 1/4	29 1/2	21 1/2
9	5XL	54 1/2	53	26	12	20	30	22

PHOTO REFERENCE:



LONG SLEEVES

FEMALE

	SIZE	BUST	HIP	SLEEVE LENGTH	CUFF	COLLAR	CENTER BACK LENGTH	SHOULDER
1	XS	36	37	21	8	14 1/2	24 1/2	15
2	S	38	39	21 1/2	8 1/2	15	25	15 1/2
3	M	40	42	22	9	15 1/2	25 1/2	16
4	L	42	44	23	9 1/2	16	26	16 1/2
5	XL	44	46	23 1/2	10	16 1/2	26 1/2	17
6	2XL	46	48	24	10 1/2	17	27	17 1/2
7	3XL	48	50	24	11	17 1/2	27 1/2	18
8	4XL	50	52	24 1/2	11 1/2	18	28	18 1/2
9	5XL	52	54	24 1/2	11 1/2	18 1/2	28 1/2	19

PHOTO REFERENCE:



POLO JACK

MALE

	SIZE	CHEST	HIP	SLEEVE LENGTH	COLLAR	CENTER BACK LENGTH	SHOULDER
1	XS	36 1/2	35	8 1/2	14 1/2	24	16
2	S	37 1/2	36	8 1/2	15	25	17
3	M	39 1/2	38	9	15 1/2	27	17 3/4
4	L	42	40 1/2	9 1/2	16 1/4	27 1/2	18 1/2
5	XL	44 1/2	43	10	17	28	19 1/4
6	2XL	47	45 1/2	10 1/2	17 3/4	28 1/2	20
7	3XL	49 1/2	48	11	18 1/2	29	20 3/4
8	4XL	52	50 1/2	11 1/2	19 1/4	29 1/2	21 1/2
9	5XL	54 1/2	53	12	20	30	22

PHOTO REFERENCE:



BLOUSE / POLO

FEMALE

	WAIST	BUST	HIP	SLEEVE LENGTH	COLLAR	CENTER BACK LENGTH	SHOULDER
1	XS	36	37	7-12	14 1/2	24 1/2	15
2	S	38	39	7 1/2 - 12 1/2	15	25	15 1/2
3	M	40	42	8 - 13	15 1/2	25 1/2	16
4	L	42	44	8 1/2 - 13 1/2	16	26	16 1/2
5	XL	44	46	9 - 14	16 1/2	26 1/2	17
6	2XL	46	48	9 1/2 - 14 1/2	17	27	17 1/2
7	3XL	48	50	10 - 15	17 1/2	27 1/2	18
8	4XL	50	52	10 1/2 - 15 1/2	18	28	18 1/2
9	5XL	52	54	11 - 16	18 1/2	28 1/2	19

PHOTO REFERENCE:



T-SHIRT W/ COLLAR

MALE AND FEMALE

	SIZE	CHEST	HIP	SLEEVE LENGTH	CUFF	COLLAR	CENTER BACK LENGTH	SHOULDER
1	XS	17	17	7	5.5	16	25	15
2	S	18	18	7.5	5.75	16	26	15.5
3	M	19	19	8	6	16.5	27	16.5
4	L	20	20	8.5	6.25	16.5	28	17
5	XL	21	21	9	6.5	16.5	29	18
6	2XL	22	22	9.5	6.75	17	30	18.5
7	3XL	23	23	10	7	17	31	19
8	4XL	24	24	10.5	7.25	17.5	32	19.5
9	5XL	25	25	11	7.5	17.5	33	20

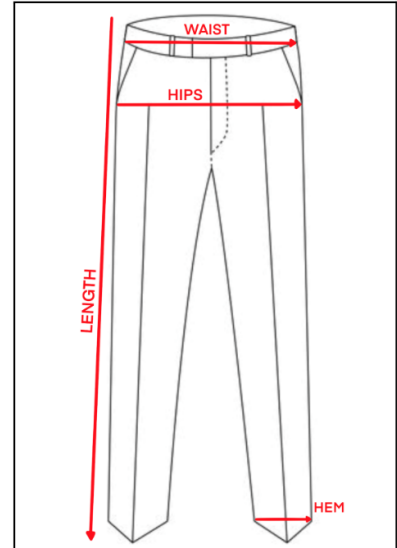
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PANTS

MALE

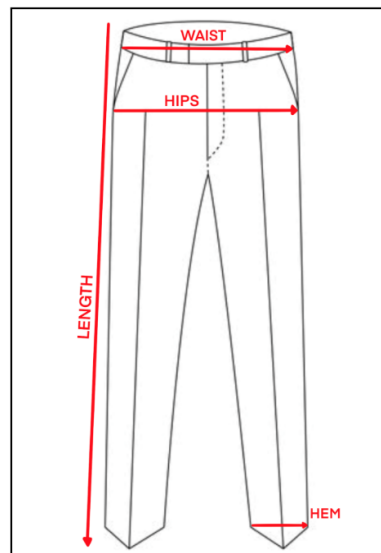
	WAIST	HIPS	LENGTH	KNEE	HEM
1	28	36	36	16 1/2	13
2	29	37	36	17	13 1/2
3	30	38	36 1/2	17 1/2	14
4	31	39	36 1/2	18	14 1/2
5	32	40	37 1/2	18 1/2	15
6	33	41	38	19	15 1/2
7	34	42	39	19 1/2	16
8	35	43	39	20	16 1/2
9	36	44	39 1/2	20 1/2	17
10	37	45	39 1/2	21	17 1/2
11	38	46	40	21 1/2	18
12	39	47	40	22	18 1/2
13	40	48	40 1/2	22 1/2	19
14	41	49	40 1/2	23	19 1/2
15	42	50	41	23 1/2	19 1/2
16	43	51	41	24	20
17	44	52	41 1/2	24	20 1/2
18	45	53	41 1/2	24 1/2	20 1/2
19	46	54	42	24 1/2	21
20	47	55	42	24 1/2	21
21	48	56	42 1/2	24 1/2	21 1/2
22	49	57	42 1/2	24 1/2	21 1/2
23	50	58	43	25	22



PANTS

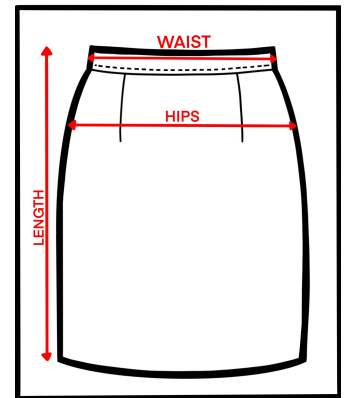
FEMALE

	WAIST	HIPS	LENGTH	KNEE	HEM
1	26	34	36	17	12 1/2
2	27	36	36	17	13 1/2
3	28	37	36 1/2	17 1/2	14
4	29	38	37	18	14 1/2
5	30	39	37 1/2	18 1/2	15
6	31	40	38	19	15 1/2
7	32	41	38 1/2	19 1/2	16
8	33	42	39	20	16 1/2
9	34	43	39 1/2	20 1/2	17
10	35	44	39 1/2	20 1/2	17 1/2
11	36	45	40	21	17 1/2
12	37	46	40	21	18
13	38	47	40	21	18
14	39	48	40	21 1/2	18 1/2
15	40	49	40	21 1/2	18 1/2
16	41	50	40 1/2	22	19
17	42	51	40 1/2	22	19
18	43	52	40 1/2	22	19
19	44	53	40 1/2	22	19
20	45	54	40 1/2	22 1/2	19 1/2
21	46	55	40 1/2	22 1/2	19 1/2
22	47	56	40 1/2	22 1/2	19 1/2
23	48	57	40 1/2	22 1/2	19 1/2
24	49	58	40 1/2	23	20
25	50	59	40 1/2	23	20



SKIRT SIZING CHART

	WAIST	HIPS	LENGTH
1	26	34	18
2	27	36	18 1/2
3	28	37	19
4	29	38	19 1/2
5	30	39	20
6	31	40	20 1/2
7	32	41	21
8	33	42	21 1/2
9	34	43	22
10	35	44	22 1/2
11	36	45	23
12	37	46	23 1/2
13	38	47	23 1/2
14	39	48	23 1/2
15	40	49	24



REVERSIBLE JACKET

MALE AND FEMALE

	SIZE	CHEST	HIP	SLEEVE LENGTH	CUFF	COLLAR	CENTER BACK LENGTH	SHOULDER
1	XS	37 1/2	36	23	8 1/2	15	25	16
2	S	38 1/2	37	23	9	15 1/2	26	17
3	M	40 1/2	39	23 1/2	9 1/2	16	28	17 3/4
4	L	43	41 1/2	24	10	16 3/4	28 1/2	18 1/2
5	XL	45 1/2	44	24 1/2	10 1/2	17 1/2	29	19 1/4
6	2XL	47 1/2	46	25	11	18 1/2	29 1/2	20
7	3XL	50	48 1/2	25 1/2	11 1/2	19 1/4	30	20 1/2
8	4XL	52 1/2	51	26	12	20	30 1/2	21
9	5XL	55	53 1/2	26	12	20 1/2	30 1/2	21 1/2

PHOTO REFERENCE:

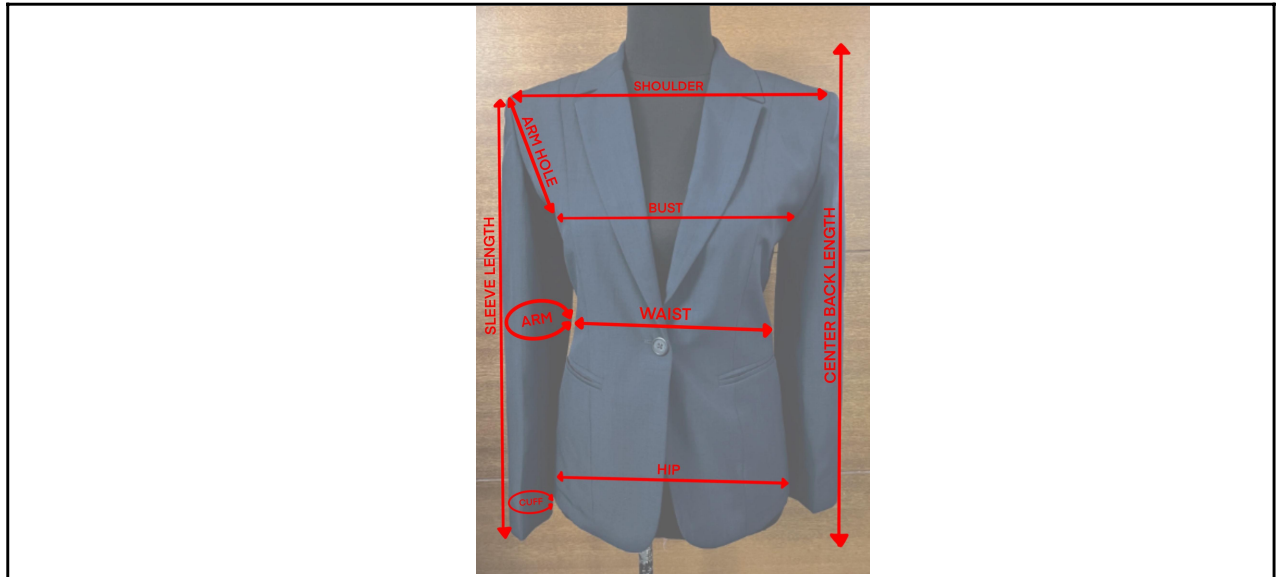


BLAZER

FEMALE

	SIZE	SHOULDER	BUST	WAIST	HIP	SLEEVE LENGTH	ARM	ARM HOLE	CUFF	CENTER BACK LENGTH
1	XS	15	37	35	38	22 1/2	13	18	8 1/2	25
2	S	15 1/2	39	37	40	23	14	20	9	26
3	M	16	41	39	43	23 1/2	15	21	9 1/2	28
4	L	16 1/2	43	41	45	24	16	22	10	28 1/2
5	XL	17	45	43	47	24 1/2	17	23	10 1/2	29
6	2XL	17 1/2	47	45	49	25	18	23 1/2	11	29
7	3XL	18	49	47	51	25 1/2	19	24	11	29 1/2
8	4XL	18 1/2	51	49	53	25 1/2	20	24	11 1/2	30
9	5XL	19	52	50	55	26	21	24	12	30

PHOTO REFERENCE:



****Blazer is exclusive for female Division Chief and up.***